

# Instructions for authors - Forum Social Work

## Basic information

The journal has a peer-reviewed section, labeled **Stati**. It publishes articles that are subject to peer review. There are two reviewers. The editorial board decides on the inclusion of an article on the basis of the reviews or texts modified according to the reviews.

All other contributions are unreviewed. Content is guaranteed by the author. Their inclusion is also decided by the editorial circle, based on the assessment of the guarantor of the respective section (see the composition of the editorial circle).

The author must indicate in the accompanying letter whether he/she wishes to publish the paper in a peer-reviewed or non-peer-reviewed part of the journal.

The maximum length of a contribution is 20 standard pages for the article section and 12 standard pages for the other sections. One standard page is 1,800 keystrokes, i.e. 60 keystrokes per line for 30 lines. The manuscript must be continuously paginated, with pagination at the bottom of the pages.

Longer texts should be divided into subchapters.

Submissions to the peer-reviewed section must contain a summary in Czech and English in the range of 6 - 10 lines.

Only texts of the appropriate language level will be accepted for review. The editors reserve the right to make additional linguistic and technical changes to the texts

## Text format

The text is saved in electronic format as \*.doc version 97-2003 or in the new Word 2007 format (\*.docx), in the older versions \*.doc 6.0 or 95, nor in \*.rtf or \*.t602/\*.txt. It is written only in the system fonts **Times New Roman** or **Arial** (or **Cambria/Calibri**, which replace older fonts 2007) in font size 12 in the new version of Word, line spacing 1.5 (size 10 for footnotes); no other fonts are used. Characters that are not in the font can be inserted using the command "insert symbol".

In the text it is possible to use:

- basic formatting such as **bold**, *italics*, CAPITALS, CAPITALIZATION, but with the condition that word formatting is used, not e.g. Shift or Caps Lock;
- automatic indents;
- notes generated automatically by Word (whether they are footnotes or after the text - using the "Insert footnote" command, not using manual superscripts).

## Principles for correct text editing

- put only one space between words and sentences;
- use the Enter key in text only at the end of paragraphs, not at the end of each line;
- put punctuation marks just after the word, space after the sign if the text continues;
- use O in the sense of a letter and 0 as a number, like the letter l and the number 1, not to be confused;
- brackets and quotation marks should be written just before and after the word, not separated from the text by a space;
- use one type of parentheses text, or, exceptionally, different types of parentheses to distinguish the text within them; in the
- if it is necessary to use brackets in the text already in brackets, insert a different type of brackets;
- for quotation marks in Czech text use Czech type of quotation marks ("..."), can be inserted using shortcuts *Alt+0132* ("") and *Alt+0147* ("");

- for quotation marks in English text use the English way of writing ("..."), can be inserted using the shortcuts *Alt+0147* (") and *Alt+0148* (");
- use single quotes in Czech text for text already in quotation marks or elsewhere and write the first one at the bottom, the second one at the top (,...'), can be written using the shortcut *Alt+0130* or the comma key (') and *Alt+0145* (');
- use single quotation marks in English text for text already in quotation marks or elsewhere and write the first and the second one on top ('...'), can be written with shortcuts *Alt+0146* (') and *Alt+0145* (');
- when writing years, dates and ranges from to use a hyphen (*Alt+0150*) and always write without spaces (1950-1990, 3 September-10 September, 4-5 m, -5 °C, etc.);
- the from the keyboard should be typed without spaces and in cases where the hyphen is not used (hyphen (short connecting comma) Praha-Jinonice, blue-green, etc.);
- when writing multi-digit numbers in Czech text, put a space after three-digit groups, not a period (50 000, 4 120 000, etc.);
- when writing decimal numbers use a decimal point not a full stop in Czech texts (4,5 m etc.);
- when listing in the text and then using the abbreviation, etc., etc., etc., do not insert a comma before the abbreviation;
- the number of the note in the form of a superscript at the end of the sentence after the full stop, in the sentence after the comma;
- write the triple dots according to their meaning: without spaces after the text, if there is an unfinished word or text, or if the beginning of the text is missing; with spaces before and after the three dots, to indicate that there is no text in the middle;
- write a space in the case of % in the sense of e.g. 5 percent (5%), without a space when expressing an adjective - percent (5%);
- separate mathematical signs with a space (10 - 5 = 5, 3 × 4 = 12);
- distinguish the letter x and the sign × (abbreviation *Alt+0215*), around which no spaces are placed when expressing the dimension (5×5 m);
- do not use slashes// in the position of round brackets ( )
- use square brackets with three dots inside [...], not round brackets, in the case of an indentation in a quotation;
- when writing an apostrophe, do use ´ not(comma) but ' (apostrophe);
- distinguish between a hyphen - ("short dash", e.g. if, Czech-German) and a dash - ("long dash", e.g. 1960-1972), use CTRL for the hyphen in Word and the minus sign on the numeric keypad, or -
- a long hyphen with spaces on both sides is used in the following cases: when joining two opposites (e.g. black - white, up - down); in a bibliography between the names of two authors (Vašíček, Z. - Mayer, F. or J. Škvorecký - J. Zábřana); in a bibliography between the names of two cities of publication (Paris - London); in abbreviations such as Vašíček - Mayer. [On the other hand, when joining two words with equivalent meanings, we write a hyphen (e.g. mother-nourisher, knife-weapon).]
- a long dash without spaces is written in the following cases: when marking volumes, pages, verses, years, centuries, etc. (I-IV, pp. 356-357, 1997-1998, 3rd-4th centuries);
- pages and years are always written out in full, e.g. pages 325-326 (not 325-6), 1991-1995 (not 1991-5); the century is given by a number, the corresponding years are broken down, e.g. the 1990s (not the 1990s);
- write a period and a space between the initials (e.g. Hegel, G. W. F.).

## Citation

The citation is according to the current ISO 690, ISO 690-2 standard (for correct citation it is possible to use the citation generator at: <http://generator.citace.com/>).

The format of bibliographic citations must be uniform throughout the document (uniform style, format and punctuation).

Citations are given directly in the text, not in a footnote at the bottom of the page. Footnotes in this case serve the purpose for which they are originally intended, i.e. to parallel, supplement or explain the text.

**The abbreviated in-text citation** is in the following form: author's surname, year without a comma after it (or the year supplemented by a numerical or letter index if the cited author has more than one work in the list of literature in one year), colon, page number, end of brackets. E.g., '...and other planes' (Grossman 1964b: 187). The cited source can then be located according to the reference list

**Full citations** at the end of the article (headed References) are listed in alphabetical order. They are structured as follows:

#### Book

Name of the creator. *Name: subtitle*. Edition. Place of publication: publisher, date of publication. Name of edition and numbering. ISBN.

Note: Publication is only mandatory if it is not the first edition.

#### Digitized book

Name of the creator. *Name: subtitle*. Edition. Place of publication: publisher, date of publication. Name of edition and numbering. ISBN. Availability and access.

Note: A digitized book is cited in the same way as a printed book. In addition, information about access to the digitised form of the book is given with the wording "Also available from:" (e.g. URL, CD storage location, etc.)

#### Contribution in the Proceedings

Name of the author of the post. Title of the post. **In:** Name of the author of the proceedings. *Title of the proceedings*. Publisher, date of publication. Numbering of the volume containing the paper, page range of the paper, title of the edition and numbering. ISBN.

#### Contribution (article) in a periodical

Name of the author of the post. Title of the post. *Name of the periodical*. [Type of medium]. Publication. Place of publication. Standard identifier (ISSN). Availability and access.

Note: Media type, citation date, and availability are given only for articles in electronic journals.

#### Electronic document

Name of the creator. *Name: subtitle*. [Type of medium]. Place of publication: publisher, date published, date updated/revised [Date cited]. Title of edition and numbering. Standard identifier. Availability and access. Location.

#### Qualification work

Name of the creator. *Name: subtitle*. [Type of medium]. Place of submission, date of submission [Date of citation]. Availability and access. Type of work. Name of the institution where the thesis was written.

The data shall be entered in the language in which it appears in the document cited. In the language of the bibliographic citation, only the physical description of the book (page range), notes and appendices in round brackets and data from other sources in square brackets are

given. Exceptions are languages that do not use Latin script, which are transliterated (e.g. Cyrillic).

### **Images, tables, charts**

Do not insert any images or tables or graphs into the document. The author puts in the place where they will arrive three asterisks and adds instructions: e.g. **\*\*\*graf01.jpg\*\*\*** indicates that an image in electronic form from a file called graf1.jpg will arrive in that place, **\*\*\*table15.xls\*\*\*** indicates that an Excel table in electronic form from a file called table15.xls will arrive in that place.

**Tables** should look like Word or Excel tables, not just a sequence of tab-delimited text. Tables should not contain any unnecessary formatting - just font and one line boldness (no shadows, underprints or double lines).

**The charts** can be delivered as Excel-generated charts.

Only black and white in JPG format with pixel density higher than 400x600 are accepted. Photographs are not to be embedded in the text, they are to be attached as separate files. The place where they belong should be indicated in the text. **photos**